Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160025-3

#7

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

1. TITLE OF REPORT (If a fill-in report include Form No.)
Overview Forecast

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [X] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 8

5. FREQUENCY (weekly, monthly, quarterly, etc.): annually

6. DISTRIBUTION (No. of components not number of copies): 5

7. FORMAT (memorandum, form, computer print-out, etc.): memorandum

8. ADP PROCESSING: [ ] YES [X] NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Director of Personnel

10. PREPARING COMPONENT (Include lowest level contributing information to report): Plans Staff

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): 1 Overt Contract Recruitment

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	6.87		18		123.66		1		
GS-04	2.81		6		16.86				140.52

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provide common data base of annual personnel requirements for use by DDS Offices in determining their budgetary estimates. 1967 - O/DDS.

14. FUTURE GOALS

15. PROPOSED BY COMPONENT FOR THIS REPORT
[ ] WITHIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] ELIMINATE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: AT October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Chief, Plans Staff

18. EXTENSION

STAT

FORM 142 Dissemination (22-36-43)

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